

VP EXTERNAL REPORT			
DATE	TASK	STATUS	TIME SPENT
1 Feb	Visiting the Jackets vendor	Completed	3
2 Feb	Meet up with concord for finalizing the finances	Completed	3
4 Feb	Preparing The Expenses for the Winter Adventure Trip	Completed	2
5 Feb	Refund scheduling for the Winter adventure trip	Completed	3
6 Feb	Responding to emails for the refund of Axe throwing event	Completed	1
7 Feb	Reviewing CRO/DRO Application	Completed	6
7 Feb	Meetup with Student care	Completed	1
8 Feb	Emailing the Candidates for the CRO/DRO Interview	Completed	0.5
8 Feb	Receiving the delivery of jackets	Completed	0.5
9 Feb	Collective Agreement Regards	Completed	2
11 Feb	Representing GSA at ECGSA Meet and Greet	Completed	4
11 Feb	Hiring Committee Meeting	Completed	3
14 Feb	Hiring Committee Meeting report	Completed	2
17 Feb	Staff-Execs meeting	Completed	1
17 Feb	CCR record Setup	Completed	1
17 Feb	Emailing Student regarding refund	Completed	0.5
17 Feb	Council meeting set-up	Completed	0.5
17 Feb	Council meeting	Completed	3
20 Feb	CCR Record for the council	Completed	0.5
21 Feb	Lunch & catch up with the Dean of Students Office	Completed	2
21 Feb	CRO-DRO-EJC-Contract	Completed	1
25 Feb	Exec Meeting	Completed	5
TOTAL			45.5